**KATELYN BURK**

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**EDUCATION:**

**Clarion University of Pennsylvania, Clarion, PA**

Bachelors of Science of Education, May 2015

French Education (K-12 Certified)

GPA: 3.4/4.0

**Study Abroad Program at La Catholique de Lille in Lille, France**

Spring of 2014

Attended La Catho for one semester abroad (5 months)

French Education (K-12 certified)

**PROFESSIONAL EXPERIENCE:**

**Student Teacher**

Dubois Area High School, Dubois, PA

2015, 16 weeks

* Taught French levels 1-4 daily
* Created daily lesson plans and activities
* Graded assignments
* Designed and created bulletin boards

**Block Teacher**

Dubois Area High School, Dubois, PA

2014, 4 weeks

Created lesson plans

Observed Classroom Management skills

Learned teaching strategies

Taught two French one lessons

**Independent** **French Tutor**

2014

* I taught French one curriculum to three girls

**Taught French to 3rd, 4th, and 6th grade classrooms**

2007-2014

* Once a year I volunteer to hold a “French Day” in a local elementary school

**WORK EXPERIENCE:**

**Lab Assistant**

Clarion University Library Computer Labs

Clarion, PA

September2013- 2015

* Refill paper and ink in the printers
* Resolve printer and network problems
* Assist students with print jobs

**Assistant Teacher** (ages 6 weeks-11 months)

Franklin Child Development Center

Franklin, PA

May 2012 - August 2014 (summers only)

* Fed, changed, and took care of babies
* Took notes on the developmental progress of the babies
* Created bulletin boards and decorations that were developmentally appropriate to their age

**Waitress**

Pizza Pub

Clarion, PA

August2012- April 2013

* Served food to customers
* Wrote and sent orders back to the kitchen
* Cleaned and organized the dining room along with other closing responsibilities

**Billing Coder**

Prairie Heart Institute

Springfield, IL

May 2011- August 2012 (summers only)

* Entered billing charges into the computer program
* Checked and updated patient information and contact details
* Sorted through charges alphabetically as well as by physician that provided the care

**EXTRACURRICULAR ACTIVITIES/VOLUNTEER WORK:**

**Kappa Delta Pi**

2014-2015

International Honors Society in Education

* Stayed updated and aware of new developments in the club

**Clarion University Circle K International Club**

2015

* **Make a Wish Week at Clarion University (2015)**

Volunteered during the four day Make a Wish event.

* **Project Eliminate (2014)**

This was a fundraiser for UNICEF in order to help pay for babies to be vaccinated.

* **Junior Olympics (2014)**

This was a competition for children ages 5-12. I was the leader of the 5 year old boys.

* **Movers & Groovers (2014)**

This was a welcoming and unpacking the freshmen at C.U.P for their “move in” day.

**SPSEA club and member of PSEA organization**

2015

* **Speaker for the Department of Education and Human services (2013)**

Spoke to students and parents about the Education Department of Clarion University

* Supported educational issues and became more informed in the ways of education

**Clarion University French Club**

2012-2015

* Constantly strived to improve my knowledge of French
* Became more emerged in French culture
* Attended French movie showings